

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

2501 East Sahara Avenue, Suite 102
Email: realest@red.state.nv.us

Las Vegas, NV 89104-4137

(702) 486-4033
Website: <http://www.red.state.nv.us>

**APPLICATION FOR APPROVAL OF
ENERGY AUDITOR PRE-LICENSING TRAINING COURSE**

Courses to meet the training and practice requirements for obtaining a Nevada Real Estate Energy Auditor License

Provider Information:

Please Print or Type.

Provider Name:	
Purpose and type of Provider:	
Provider Mailing Address, City, State, Zip:	
Phone:	Fax:
Website:	
Training Contact & Title:	
Phone:	E-mail:

Course Information: *A separate application and fees are required for each course.*

Provide the course title, hours, student fee, and type of certification or accreditation preparation: <i>The approved program courses which meet the requirements for training are: BPI Building Analyst Professional; BPI Energy Auditor; and RESNET Home Energy Rater.</i>			
Course Title	Hours*	Fee	Certification or Accreditation

***A minimum of 40 hours of training and practice is required per course.** Do not include time to complete BPI or RESNET certification examinations. If a *school* is offering a program of training for licensure as an energy auditor, *all requirements must be met for a school.*

RETENTION OF STUDENT RECORDS

The Provider shall maintain a record of attendance that contains:

1. The name of the student; the title, description and number of each course in which the student is enrolled;
2. The attendance record of the student;
3. The score achieved by the student on each quiz and examination; and a statement of whether the student passed or failed each course.

I agree to retain attendance records for 3 years and to provide written notice to the Real Estate Division of any location change.

<i>Physical Location of Records:</i>
<i>Print Records Custodian Name & Title</i>

Date

Signature of Authorized Records Custodian

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

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PAGES 1 THRU 4 ARE REQUIRED FOR A COMPLETE APPLICATION PACKET.

✓ **FORM 701 CHECKLIST - Submit the following:**

a) Are you a RESNET accredited training provider or a BPI training affiliate? (not a requirement) No _____ Yes _____ If yes, please attach proof for each course and instructor.
b) Copy of Course Advertising
c) Statement of Refund or Cancellation Policy
d) Course Information Sheet (page 3).
e) Instructor Application(s) (page 4) with supporting documents.
f) Sample Certificate of Completion (see sample on pg 6) which must contain the following: -Name of the Provider; -Name of the applicant; -Number of hours of instruction completed; -Dates of instruction; -Title of course; -Provider's course approval number (i.e., PL.xxxxx-EA) assigned by the Division; -Original signature of person authorized to sign for the provider; and the statement: THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ADMINISTRATOR.
g) Instructor & Content Evaluation Report (provide your own or use sample on page 7)
h) Non-Refundable Application Fee of \$100.00 made payable to the NV Real Estate Division (NRED).

Initial each line below:

_____ I agree to provide course evaluations and to maintain a tabulation of the results for 2 years.
_____ I consent to auditing and/or evaluating by authorized representatives of the Nevada Real Estate Division.
_____ I agree to report any material changes of the information contained in this application to the Real Estate Division not later than 15 days after the change and prior to presenting the amended course.
_____ I agree to provide Certificates of Completion with an original authorized signature only to students who have completed an approved course.
_____ I have read the regulations and I agree to comply with the provisions of NRS 645D.

I hereby declare under penalty of perjury by the laws of the State of Nevada that the information submitted with this application is true and accurate and contains no willful omissions. Date: _____

(Signature)

(Print name and title)

Submit Completed Application with Checklist items and Fee to the:

**Nevada Real Estate Division
Energy Auditor Training
2501 East Sahara Avenue, Suite 102
Las Vegas, NV 89104-4137**

For questions about this application, please call the Program Officer at (775) 687-4280, extension 308.

*Nevada law governing the Energy Auditors can be located on the
Nevada Real Estate Division Website at: <http://red.state.nv.us/statsandregs.htm>.*

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**COURSE INFORMATION SHEET
ENERGY AUDITOR PRE-LICENSING TRAINING**

The Division will not give retroactive approval for any course.

Attach as many pages as necessary to answer completely and number items to correspond sequentially.

1. Course Title: _____

2. List all instructors (an instructor application must be submitted for each instructor listed):

3. Provide a complete and detailed three-level outline for the course. It must show hours of instruction time in minutes per section and subsection with the minutes/hours totaled at the end and not more than 8 hours of instruction per day. **The outline must total a minimum of 40 hours of instruction.** Break down to show time intervals by topic sections per subject according to NRS 645D.205 subsection 1.c. 1-21. A credit hour is equal to 50 minutes of instruction.
4. Submit the curriculum including relevant laws and/or regulations, including a copy of any textbook, instructor/course materials, handouts, visual aids, and computer software programs. List the title, author, publisher, and date of additional required texts and other readings. If the same textbook is used for more than one course, only one sample textbook must be provided.
5. Detail how the curriculum includes instruction on conducting an energy audit. The curriculum must also include instruction in the preparation of a report as required in NRS 645D.300.
6. Explain how the coursework will provide a practical (hands-on) understanding of the skills necessary to conduct an energy audit. Describe your training facilities and equipment used to demonstrate or teach any skill which is necessary to conduct an energy audit.
7. Minimum passing grade: _____ No. of Required Quizzes: _____ No. of Required Exams: _____
Attach the correct answers for each. Describe the necessary requirements to pass the course.
8. List the requirements for attendance; explain how attendance is verified for each student (provide your own form or use sample on page 5); and the policy to account for absences from class.
9. Provide details about how a final examination is administered in the presence of a proctor.

COURSE OFFERING CALENDAR

Complete the following information to be posted on the website for the one-year approval period:

Course Dates and Locations: (Information may be finalized after obtaining course approval)

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**INSTRUCTOR APPLICATION
ENERGY AUDITOR PRE-LICENSING TRAINING**

Submit an Instructor Application for each Instructor.

PROOF OF QUALIFICATION **MUST BE ATTACHED.** A detailed resume with dates (from-to) of schooling and work/field experience and applicable documents (licenses, certificates, etc.) must accompany all applications. Documents must clearly indicate how instructor is qualified to teach subject matter of course.

Please Print or Type.

Date: _____

Name of Applicant (& Company if applicable):	
Mailing Address, City, State, Zip:	
Phone:	Email:
Fax:	Website:

Name and address of sponsor for which you will instruct:	
Title of Course which you will instruct:	
Do you hold a NV Real Estate Division License?	<input type="checkbox"/> No <input type="checkbox"/> Yes #:
Have you instructed any other course for the Division? <input type="checkbox"/> No <input type="checkbox"/> Yes (List Courses & Years)	
Has any license/certificate held by you, from <i>any</i> state, been suspended, revoked or subject to discipline?	<input type="checkbox"/> No <input type="checkbox"/> Yes Attach explanation.
Have you ever been refused approval/license to teach or has such approval/license been suspended, revoked or subject to discipline?	<input type="checkbox"/> No <input type="checkbox"/> Yes Attach explanation.

I hereby declare under penalty of perjury by the laws of the State of Nevada that the information submitted with this application is true and accurate and contains no willful omissions. Date: _____

(Original Instructor Signature)

(Print Name)

Instructor application with attachments (resume, certificates) must be submitted with Course Application.

DIVISION USE ONLY:

Date Application Approved: _____

Approved By: _____

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***COURSE ATTENDANCE VERIFICATION REPORT
ENERGY AUDITOR PRE-LICENSING TRAINING***

Please use separate “morning” and “afternoon” sign-in sheets for full-day classes.

Provider: _____

Course Title: _____

NRED Course No.: PL.xxxxx-EA Total Hours: General _____ Law _____

Date: _____ Time: From _____ To _____ Location: _____

Name of Instructor: _____ Signature of Instructor: _____

Student's Last Name, First Name (Printed/typed)	Student Signature Sign-in	Time In	Student Initial Out	Time Out

This attendance report shall be maintained by the sponsor for a period of 3 years.

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Sample

Certificate of Completion

ENERGY AUDITOR PRE-LICENSING TRAINING

Name

*Attended and successfully completed
a classroom & field training course offering of*

“COURSE TITLE”

{Date class completed}

PL.XXXXXX-EA

X Hours

Instructor: Name

**This course is sponsored by:
Sponsor Name**

Authorized Signature

Date

THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ADMINISTRATOR

Course Expiration Date: xx/xx/xxxx

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**INSTRUCTOR & CONTENT EVALUATION REPORT
ENERGY AUDITOR *CLASSROOM* PRE-LICENSING TRAINING**

COURSE TITLE: _____

NV REAL ESTATE DIVISION CREDENTIAL #: _____ HOURS: _____

PROVIDER: _____ DATE: _____

INSTRUCTOR: _____

I. INSTRUCTOR	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Fair</i>	<i>Poor</i>
Demonstrated knowledge of course content					
Encouraged feedback and questions					
Responded satisfactorily to questions					
Gave examples to illustrate a point					
Followed course outline					
Timely start and finish of class sessions					
Preparation					
Ability to control disruptions					
II. CONTENT/MATERIALS					
Clear course outcomes/learning objectives					
Organization of materials					
Practical value of content					
Value of resource materials					
Content and materials current					
III. DELIVERY METHOD If course included an <i>online</i> component please also rate the following :					
Ease of use of technology & access to course					
Availability of instructor					
Number of times interactive with instructor					
Length of times interactive with instructor					
Interactivity with other students					
Degree of difficulty with self-paced study					
Course structure for self-paced study					
Satisfaction with the technology used					

If your rating is "Average" or below, state your reasons.

What suggestions, if any, do you have to improve this course?

Name (optional): _____ Date: _____

Note: No exceptions to this format without Division's prior approval.

NEVADA LAW
NEVADA REVISED STATUTE
CHAPTER 645D - ENERGY AUDITORS

GENERAL PROVISIONS

NRS 645D.053 “Energy audit” defined. “Energy audit” means a consultation to improve the energy efficiency of a home conducted pursuant to [NRS 645D.300](#).
(Added to NRS by [2011, 1945](#))

NRS 645D.057 “Energy auditor” defined. “Energy auditor” means a person who is licensed pursuant to this chapter, or regulated by the Public Utilities Commission of Nevada, to conduct energy audits of homes.
(Added to NRS by [2011, 1945](#))

CERTIFICATES AND LICENSES

NRS 645D.205 Qualifications for issuance and grounds for denial of license.

1. The Administrator shall issue a license to any person who:

- (a) Is of good moral character, honesty and integrity;
 - (b) Holds a certification or accreditation from an organization approved by the Administrator;
 - (c) **Has successfully completed not less than 40 hours of training and practice in the following areas:**
 - (1) **Building science and working with a home as a system, including, without limitation, training in making recommendations based on the proper loading order of improvements;**
 - (2) **The transfer of heat;**
 - (3) **Testing building performance;**
 - (4) **Air distribution and leakage;**
 - (5) **The calculation of gross and net areas;**
 - (6) **Energy terms and definitions;**
 - (7) **Concerns relating to combustion appliances;**
 - (8) **Envelope leakage, thermal bypass and thermal bridging;**
 - (9) **The presence or absence of insulation and, when observable, the quality of its installation;**
 - (10) **The recommended levels of insulation for different climate zones;**
 - (11) **Determinations of the efficiency of heating, ventilating and air-conditioning equipment from model numbers and default tables;**
 - (12) **The strengths and weaknesses, drivers and sensitivities of major types of heating, ventilating and air-conditioning systems;**
 - (13) **Estimations of the efficiency of household appliances based on their model numbers or age;**
 - (14) **Energy, power, heat-conductivity or resistance and temperature units and key conversion factors;**
 - (15) **Measuring building dimensions;**
 - (16) **Identification and documentation of inspected features of the home during an energy audit;**
 - (17) **Basics of specifications;**
 - (18) **Determination of the efficiency of windows and doors;**
 - (19) **Determination of the orientation of buildings and the characteristics of the shading around them;**
 - (20) **Defining the thermal boundary and making appropriate recommendations for changing it; and**
 - (21) **The basic concepts of measure interaction, expected life and bundling for optimal performance when the home is considered as a system and taking into consideration the need for savings;**
 - (d) Has submitted proof that the person or his or her employer holds a policy of insurance that complies with the requirements of subsection 1 of [NRS 645D.190](#); and
 - (e) Has submitted all information required to complete an application for a license.
2. The Administrator may deny an application for a license to any person who:
- (a) Has been convicted of, or entered a plea of guilty, guilty but mentally ill or nolo contendere to, forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude;
 - (b) Makes a false statement of a material fact on the application;
 - (c) Has had a license suspended or revoked pursuant to this chapter within the 10 years immediately preceding the date of application;
 - (d) Does not possess the training or certification required pursuant to subsection 1; or
 - (e) Has not submitted proof that the person or his or her employer holds a policy of insurance that complies with the requirements of subsection 1 of [NRS 645D.190](#).
- (Added to NRS by [2011, 1945](#))

ENERGY AUDITS

NRS 645D.300 Procedure; report; duties of energy auditor; limited energy audit or energy assessment.

1. Except as otherwise provided in subsection 5, when conducting an energy audit, an energy auditor shall evaluate the entire home and must include, without limitation, in his or her evaluation:
 - (a) A visual inspection, diagnostic overview and health and safety test of the energy features of the entire home;
 - (b) Documentation of the general condition of the home, including, without limitation:
 - (1) Envelope features and ages;
 - (2) Types, characteristics and ages of equipment;
 - (3) Characteristics of appliances and lighting; and
 - (4) Any anticipated remediation issues, including, without limitation, moisture or combustion appliance problems;
 - (c) An assessment of the performance and efficiency of the building airflow and indoor air quality and ventilation, including, without limitation:
 - (1) Any visible sources of indoor air pollution;
 - (2) The flow rate of exhaust fans and whether the clothes dryer vent is properly vented; and
 - (3) An evaluation of the connection of any attached garage to the home for possible air leaks;
 - (d) An assessment of the control of moisture in the home, including, without limitation:
 - (1) A visual identification of any moisture present from roof leaks, wall penetrations or door or window openings; and
 - (2) An identification of any potential areas where mold may grow;
 - (e) An estimation of U-factors and solar heat gain coefficients of the windows and doors;
 - (f) An evaluation of the efficiency of the heating and cooling of the home, including, without limitation, the performance and efficiency of any:
 - (1) Furnace;
 - (2) Air-conditioning system;
 - (3) Heat pump;
 - (4) Air duct system;
 - (5) Thermal insulation;
 - (6) Boiler;
 - (7) System for providing steam heat;
 - (8) Hot water heater; or
 - (9) Heating, ventilating and air-conditioning system;
 - (g) An analysis of the base load energy use and advice to clients on reduction strategies, including, without limitation, an examination of:
 - (1) The utility use and the billing history for the immediately preceding 12 months;
 - (2) The efficiency of major appliances;
 - (3) Lighting efficiency and alternatives; or
 - (4) The energy used by any pool or spa; and
 - (h) Testing of combustion appliances in accordance with the standards issued by the American National Standards Institute or the American Society for Testing and Materials.
2. After conducting an energy audit, an energy auditor shall prepare and provide to the homeowner and the United States Department of Energy a report based upon the energy audit that includes, without limitation:
 - (a) Any energy programs, incentives, regulations, energy costs or fuel types which apply to the homeowner;
 - (b) A specific recommendation that any combustion appliance which is post-retrofit be tested;
 - (c) A prioritization of health and safety hazards in the home and recommendations for improvements according to their urgency and importance, in relation to any energy efficiency measures which have been installed;
 - (d) Suggestions for home repairs and renovations based on a loading order that will maximize cost effectiveness and feasibility using computer software approved by the United States Department of Energy;
 - (e) In addition to the provisions of paragraph (c), an identification of existing hazards and potential hazards which may develop, together with specific preventative measures; and
 - (f) Measures to save energy and changes in the behavior of the homeowner to increase energy efficiency, including the use of consumer electronics.
3. An energy auditor shall not base an energy audit upon a single product line, the services of a contractor or his or her own convenience.
4. An energy auditor shall use survey and labeling software programs or rating tools for performing an energy audit which have been approved by the United States Department of Energy.
5. In lieu of an energy audit, an energy auditor may perform a limited energy audit or energy assessment of a home. If an energy auditor performs a limited energy audit or energy assessment, the energy auditor must comply with the requirements of subsections 2, 3 and 4. As used in this subsection:
 - (a) "Energy assessment" means an evaluation of one or more of the appliances or systems listed in paragraph (f) of subsection 1.
 - (b) "Limited energy audit" means an evaluation of a home which includes less than the entire home, but includes the provision of at least one of the services specified in paragraphs (a) to (e), inclusive, (g) or (h) of subsection 1.

(Added to NRS by [2011, 1947](#))